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TRAINING Staff -
INSTRUCTOR JOB DESCRIPTION

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NO CHANGE in Class. ☐

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4 pages

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Instructor, Research

Vacancy - V-2

Central Intelligence Group

Training Staff

OSO

Staff Training Division

COPS

The Instructor, Research, reports to the Chief of the Staff Training Division, but he is also supervised by the various Chief Instructors of the Staff Training Division. He will carry the following duties and responsibilities:

1. As designated by the Chief, Staff Training Division, conducts research for the preparation and writing of study guides, operational manuals, and other training aids used in the Intelligence Officers' Course, the Administrative Training Course, and the various other courses, such as counter-intelligence.
2. He assists in the giving of, and sometimes delivers, formal lectures to the students of the Intelligence Officers' Course and the Administrative Training Course.
3. He actively participates and sometimes conducts or supervises the execution of many different practical projects, demonstrations, and work-sample situations in the Laboratory of the Intelligence Officers' Course. When functioning in this capacity he will be an assistant to the Instructor, Training Control.
4. He participates, as an instructor, in student conferences, class discussions, and critiques of examinations.

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5. He assists instructors in scoring examination papers and in keeping accurate records on student performance.
6. He devises and originates practical projects for teaching and training situations.
7. He assists and participates in the interviewing of returned field representatives.
8. He maintains liaison, as directed, with Operations Officers for the purpose of developing operational manuals.
9. He serves as an understudy, and, when necessary, assumes the duties of Chief Instructors as designated by the Chief, Staff Training Division.
10. He corrects and criticizes planning and reporting problems submitted by students.
11. He edits and revises study guides and reports which are prepared by staff members of the Staff Training Division.
12. He assists the Instructor, Operations, in running the Department of Operational Information. This involves the accurate analysis, preparation, and synthesis of valuable experiences, techniques, and reports relative to espionage and counter-espionage which are currently or potentially useful for training purposes.
13. He reads, and sometimes processes, operational experience reports of returned field representatives.
14. He keeps abreast of the latest developments on espionage and counter-espionage for purposes of his research writings.

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Instructor, Counter-Espionage

Vacancy - V-1

Central Intelligence Group

Training Staff

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Staff Training Division

COPS


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The Instructor, Counter-Espionage, is under the general supervision and reports to the Chief, Staff Training Division. His duties and responsibilities will be as follows:

1. He is the Chief Instructor of the Staff Training Division on all matters relating to Counter-Espionage, and he is responsible for the integration of counter-espionage instruction over a two weeks period into the Intelligence Officers' Course.
 2. He is in charge of all research dealing with counter-espionage done by members of the Staff Training Division. He either himself personally engages in such research and/or conducts and supervises the research of other instructors and assistants.
 3. He schedules and briefs guest lecturers and speakers who deal with counter-espionage topics in the Intelligence Officers' Course.
 4. He coordinates counter-espionage instruction and research with the research and instruction of the operational sections of the Staff Training Division.
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6. He plans and supervises all practical projects and work-sample situations which deal with the topics outlined in number 5, above.
 7. He keeps abreast of counter-espionage developments through liaison with Branch Chiefs and Operations Officers of different OSO desks, and reviews current counter-espionage cases which are relevant to training purposes.
 8. Insofar as it is possible, he modifies and conceals the identity of actual counter-espionage cases for their use as illustrative material in training courses.
 9. He supervises and actively participates in interviewing returned field representatives who have counter-espionage experiences.
 10. He is responsible for disseminating to Operations Officers and Branch Chiefs the various training aids on counter-espionage developed by the Research Section of the Training Staff.
 11. He initiates and supervises student conferences on counter-espionage, and advises students on their progress and achievements.
 12. He keeps detailed records of student progress, behavior, and performance so as to advise the Chief, Staff Training Division as to the likelihood of their eventual success in field assignments.
 13. He prepares, or supervises the preparation of, all training materials used for instruction in counter-espionage.
 14. He supervises and trains research students and junior instructors who are assigned to work for him in counter-espionage.

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Instructor, Operations

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Central Intelligence Group

Training Staff

OSO

Staff Training Division

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The Instructor, Operations, will be a full-time staff officer who reports to and is under the general supervision of the Chief, Staff Training Division. The duties and responsibilities which are planned for him are outlined below:

1. He prepares, writes, and delivers formal lectures on operational topics to the students of the Intelligence Officers' Course.
2. He devotes considerable time in giving students individual instruction to prepare them for operational assignments overseas in intelligence gaining capacities.
3. He develops practical operational problems and work-sample situations which are used in the Intelligence Officers' Course in teaching students the latest methods of acquiring intelligence information.
4. He initiates, schedules, and takes an active role in guiding student conferences and discussions on operational problems and on actual operational cases. By means of such conferences and discussions he aids intelligence operators in solving their problems in respect to espionage techniques, and he also guides them to make adequate adjustments to field conditions.

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25X1A 5. He prepares study guides, operational manuals, and training aids which are used in the Intelligence Officers' Course and adapted

6. He supervises and often directs the Laboratory of the Intelligence Officers' Course. In this capacity he is responsible for the execution of many different practical projects and demonstrations.

7. He selects and arranges for the appearance of guest speakers on operational subjects before the Intelligence Officers' Course and he briefs such speakers so that their lectures will be coordinated with the rest of the program.

8. He keeps detailed records of student progress, behavior, and performance so as to advise the Chief, Staff Training Division, as to the likelihood of their eventual success in field assignments.

9. He is a trained specialist in European affairs and thus serves as Area Tutor to students of the Intelligence Officers' Course for

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instructs concerning present and historical conditions but also guides students in the acquisition of specific operational techniques for definite areas.

10. He is responsible for the accurate analysis, preparation, coordination, safe-keeping, and reporting of valuable experiences, subjects, and techniques relative to espionage and counter-espionage, which are currently or potentially useful for training purposes.

11. He actively participates and often directs the interviewing of returned field representatives for purposes of securing for the Training Staff valuable suggestions derived from the operational experiences of field representatives.

12. He prepares, supervises, and processes the operational experience reports of returned field representatives.

13. He is in constant contact and liaison with Operations Officers and Division Chiefs in order:

(a) To consult them in respect to the individual training programs of their students and

(b) To obtain from such Staff Officers, through the reading of their reports, documents, and case files (as well as interviews and discussions), the latest developments in the field on operational procedures and techniques which can be incorporated into the training program of the Intelligence Officers' Course.

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Instructor, Operations

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Central Intelligence Group

Training Staff

OSO

Special Training Section

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Instructor, Operations, is under the general direction and reports to the Chief, Special Training Section. His duties and responsibilities will be as follows:

1. He plans and conducts the training of deep-cover American and foreign personnel prior to their departure on overseas intelligence operations.

2. The Instructor, Operations, is an expert consultant for both covert and semi-covert training programs on the recruitment and management of agents, the use of cut-outs, couriers and letter boxes, and the security of clandestine communications.

3. He observes and evaluates the aptitudes and abilities of deep-cover personnel when such aptitudes and abilities are revealed during the progress of the training program; and he reports such findings to Operations Officers and Branch Chiefs, through the Chief, Special Training Section, for purposes of determining the student's fitness for

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4. He directs, briefs, and evaluates the work of undercover tutors who are engaged (incognito) in the instruction of deep-cover personnel for overseas clandestine assignment.

5. He is responsible for the planning and enforcement of security measures surrounding the covert instruction of deep-cover personnel.

6. He prepares written instructional materials, problems, and exercises used in the covert training of deep-cover intelligence operators.

7. When required, either for security or cover precautions, acts as liaison between Washington Operations Officers and OSO covert candidates or employees.

8. Arranges conferences with OSO Operations Officers in order to devise individual courses of instruction for deep-cover personnel.

9. For both instructional and consultant purposes keeps abreast of the latest developments of espionage and counter-espionage, with particular reference to operational techniques.

10. As assigned by the Chief, Training Staff, he delivers formal lectures to students of the Intelligence Officers' Course; conducts research in the development of operational manuals; serves as Area Tutor; and devises and originates practical projects for student training.

11. He actively participates and sometimes directs the interviewing of returned field representatives for the purpose of getting their operational experiences and suggestions.

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